

ENVIRONMENTAL HEALTH SPECIALIST

BOARD MEETING

March 9, 1999

ROLL CALL: Steve Pew, Chairman
 Barry Burnell
 V. Jean Hughes

ALSO PRESENT: Carmen Westberg, Bureau Chief
 Roger Hales, Administrative Attorney
 John Kersey, Supervising Investigator
 Dee Ann Randall, Administrative Secretary

The Board members met the examination candidates at 9:00 a.m.

The meeting was called to order at 9:15 a.m. by Chairman, Steve Pew at the office of the Bureau of Occupational Licenses, Owyhee Plaza, 1109 Main Street, Suite 220, Boise, Idaho.

Moved by Barry Burnell, seconded by Jean Hughes and carried that the minutes of the October 27, 1998 board meeting be approved.

BUREAU STAFF

Ms. Westberg reported that the current fund balance for the board is \$5,245.00. Ms. Westberg advised the board that a new budget procedure will be implemented this spring. The board chair will be sent a draft of the current budget for their review along with the form the board uses to request additional funding.

Board rules presented to the legislature this year regarding fining authority were approved and will be effective July 1, 1999.

The contract between the board and the bureau is being rewritten by the Attorney General's Office. When available, a copy will be sent to the board chair.

The examination contract with NEHA is due for a two-year renewal period and was reviewed by the board. The examination fee is being increased to \$99.00 per examination. Roger Hales, Administrative Attorney, reviewed the changes in the new contract with the board. Moved by Barry Burnell, seconded by Jean Hughes and carried that the examination contract with NEHA be renewed for a two (2) year time period. Board Chair, Steven Pew signed the contract.

LICENSE RENEWAL APPLICATIONS

Mr. Hetrick circulated copies of the new license renewal applications that will be used for the upcoming renewal period. He asked for the board's input regarding a message on the application. Mr. Hetrick informed the board that several of the boards within the bureau were auditing 10% of the licensees continuing education submitted instead of reviewing for all licensees.

The board explained that currently if courses have been preapproved, all that is required of the licensee is submission of a self-certification of attendance. If the course has not been preapproved then the licensee must provide the board with an agenda and have the course approved prior to acceptance for meeting the continuing education requirement.

The Environmental Health Specialist Board has implemented the following policy regarding continuing education:

1. Continuing education is not required for the year a license is issued.
2. 24 clock hours must be obtained within each two-year period, beginning with July 1 in the year of original licensure.
3. Any continuing education obtained in a license year is applied to the two-year continuing education period.

Continuing Education Credit: 1 semester hour is equivalent to 15 contact hours; ¼ credit is equivalent to 10 contact hours.

Moved by Barry Burnell, seconded by Jean Hughes and carried that Chair, Steven Pew sign the Environmental Health Specialist Board's policy regarding continuing education.

COMPLAINT REPORT

John Kersey reported to the board that currently there are no environmental health specialist complaints. He will be reporting to the board in their scheduled meetings updates on complaints for their profession. Mr. Kersey passed out to all the board members a brochure compiled by the bureau explaining their function as related to the board and the procedure for filing a complaint.

A procedure is now in place that the bureau investigators will be proctoring the national examination, beginning with today's examination.

EXAMINATION CANDIDATES

The following applications took the Registration of Sanitarian Examination on March 10, 1999:

Angela Scott
Michael Nelson
Kellye Eager

The following files are to be terminated for lack of activity:

Lindsay Crawford

LIST OF STUDY REFERENCES FOR THE NATIONAL EXAMINATION

Included in all application packets is a list of study references for the national examination. The current list is outdated. Jean Hughes is working on updating the list. Jean Hughes reviewed with the board the information she has compiled. She will expand her list, circulate to the board members for their review and then forward to the bureau for typing and attaching to the application packets.

BROCHURE UPDATE

Barry Burnell distributed copies of the brochure containing continuing education requirement information. The Board approved the brochure and requested that it be sent out with the renewal notices this year.

A brochure containing information on licensing, examination, reciprocity and continuing education was reviewed and approved by the board. This will be sent with all application packets.

REVIEW OF RULES

The board reviewed their rules for any necessary changes. Moved by Jean Hughes, seconded by Barry Burnell and carried that Rule 400.03.d. currently does not apply and is superceded by Rule 400.03.c. The fee to be charged for examination and reexamination will be the \$99.00 current charge by national plus \$25.00 administration fee.

BUSINESS MEETINGS 1999-2000

June 16, 1999 Conference call at 10:00 a.m. Mountain Daylight time for election of officers.

October 26, 1999 Board meeting and examination.

March 14, 2000 Board meeting and examination.

NEW BUSINESS

Steve Pew received a letter from Ron Baird, Ph.D., president-elect, Idaho Environmental Health Association, asking him to participate in developing and presenting a workshop at their upcoming conference March 10, 11 and 12, 1999, for individuals seeking licensure. Steve has accepted this invitation and will speak at the conference.

Moved by Jean Hughes, seconded by Barry Burnell and carried that the meeting adjourn at 1:45 p.m.

Approved 10/26/99